

## **College for Enlisted Professional Military Education Training Program**

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This instruction establishes policy and procedures for managing the CEPME training program IAW AFI 36-2201V3, Air Force Training Program On The Job Training Administration and EPME Policies, Procedures and Guidelines.

### ***SUMMARY OF REVISIONS***

The revised portion reflects the updated governing instruction, AFI 36-2201V3. Clarified work center responsibilities for the CEPME Unit Training Manager (UTM) and additional duty UTM's at CEPME units (para 1.1, 2.1.2, and 2.1.4). Changed the name of the Enlisted Professional Military Education (EPME) Instructor Course to EPME Instructor Orientation. Finally, deleted obsolete information. (AFM 36-2247, -2245, and para 2.1.3, 2.3-2.5).

### **1. Policy:**

1.1. This instruction establishes the process for managing the CEPME training function. The CEPME Unit Training Manager (UTM) provides training support for the CEPME Command Section, Plans and Operations (XP), the Enlisted Heritage Research Institute (EHRI) and the Educational Programs Cadre (EPC). This support includes management of the unit-training program for the previously mentioned work centers IAW AFI 36-2201V3. In addition, the CEPME UTM has been appointed as the Ancillary Training Manager (ATM) for the work centers identified above. The CEPME UTM also provides advice/guidance as requested on the faculty development and training functions for CEPME Units. Each CEPME Unit has an additional duty UTM. The CEPME UTM is the Office of Primary Responsibility (OPR) for the 8T000 Career Field Education and Training Plan (CFETP). The CEPME UTM manages the Enlisted Professional Military Education (EPME) Instructor Orientation through the Oracle Training Administration (OTA) system.

1.2. The CEPME UTM is assigned to EPC/DOXT, and will perform additional duties as directed by the Director of Operations (DO).

### **2. Procedure:**

#### **2.1. Unit Training**

2.1.1. The CEPME UTM performs all unit-training functions for CEPME/CC, XP, EPC, and EHRI as outlined in AFI 36-2201V3. The CDC program is managed IAW CEPME OI 36-2233.

2.1.2. The CEPME UTM provides advice/guidance as requested on the faculty development and training functions for CEPME units. The Directors of Education (ED) at CEPME units are responsible for managing the training program for staff and faculty, regardless of AFSC. Training for instructors is conducted IAW AFI 36-2201V3, the 8T000 CFETP, the EPME Policies, Procedures, and Guidelines (EPME PPG), and the CCAF Campus Relations Policies, Procedures and Guidelines. Training for personnel in other AFSCs will be IAW AFI 36-2201V3, the applicable CFETP and CEPME OI 36-2233.

2.1.2.1. The ED at each CEPME Geographically Separated Unit (GSU) is responsible for requesting a Staff Assistance Visit (SAV) by the local Base Training office. IAW AFI 36-2201V3, para 3.1.10, the Base UTM conducts a unit SAV every 18 months. The purpose of the SAV is to utilize local training resources to provide current training information and assistance in areas outside the instructor-training program. The SAV should include a review of master training plans and master task listings for all personnel, Training Record documentation for all personnel, upgrade training management etc. The ED forwards a copy of the SAV report to EPC/DOXT.

2.1.3. The CEPME UTM will review SAV reports for training deficiencies, weaknesses and areas of excellence. Based on this data, the CEPME UTM will provide additional assistance and information to all schools through cross-feeds, newsletters, e-mail or phone calls as necessary.

## **2.2. CEPME Ancillary Training Program**

2.2.1. The CEPME Commander has designated the CEPME UTM as the ATM for CEPME/CC, XP, EHRI, and EPC. Commandants of CEPME units will appoint an ATM.

2.2.3. The ATM establishes and maintains an ancillary training listing. This listing will include the title, frequency requirement, and the appointed program manager if applicable. Review this listing semi-annually (January and June) to ensure currency of data.

2.2.3.1. The ATM is responsible for scheduling the required ancillary training with the appropriate training provider. The ATM will coordinate and schedule personnel for completion. If the training is provided via the World Wide Web, the ATM will notify personnel of the requirement, the training site, and provide a suspense date for training completion. Training completed via the World Wide Web will be verified through computer generated receipts or e-mail forwarded to the ATM.

2.2.3.2. For training provided through commander's call or similar briefing channels, the ATM will provide a sign-in sheet for attendees. The sign-in sheet will be used to update the training completion.

2.2.4. The ATM tracks all ancillary training requirements and completion data on a spreadsheet or in an automated database. The ATM reports training completion data to the commander or commandant, supervisors and training provider as required. Ancillary training data is maintained IAW AFMAN 37-123.

2.2.5. The following is a sample list of ancillary training for CEPME/CC, XP, EHRI, and EPC. Other EPME organizations may use this list as a template to create their ancillary training program.

**Training**

Self-Aid & Buddy Care  
Protection From Terrorism, Level 1  
Small Arms Training  
Ethics Training  
Suicide Awareness  
Law of Armed Conflict (LOAC)  
Unprofessional Relations  
Air Force Homosexuality Policy  
  
Anti-Harassment

**Frequency**

Every 2 Years/Mandatory for all military personnel  
Annually and Prior to PCS Overseas  
Upon PCS overseas/Group B: 15 months/Group C: 30 months  
Annually (CC)  
15 Months/Mandatory for all personnel  
Every 15 months  
Annually  
All commanders and investigators annually;  
all supervisors within 60 days of assuming duties  
Annually

2.2.5.1 CEPME GSUs may have additional ancillary training specific to the base assigned to.

MICHAEL P. GEGG, Colonel, USAF  
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